

# Workshops

## April 2017

★ **Lehi Employment Center**  
**557 W. State St. • Lehi, UT 84043**  
**385-248-6354 - Noelle**  
**801-753-4532 - Todd**

Register for reserved seating.  
 Walk-ins welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at [jobs.utah.gov](http://jobs.utah.gov), or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

Job Seeking Skills	
RESUMÉ WRITING:	
April 11	9:00 AM–12:00 PM
INTERVIEWING SKILLS:	
April 18	9:00 AM–12:00 PM
JOB SEARCH STRATEGIES:	
April 25	9:00 AM–12:00 PM
*LINKEDIN #1:	
April 25	1:00 PM–4:00 PM
*LINKEDIN #2:	
None	
Life Skills	
FOOD SENSE - USU EXTENSION:	
April 5	11:00 AM–12:00 PM

**RESUMÉ WRITING:** Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

**INTERVIEWING SKILLS:** Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

**JOB SEARCH STRATEGIES:** Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resúmes. Basic computer skills required.

**LINKEDIN #1:** Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile.  
*\*Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.*

**LINKEDIN #2:** Learn how to find and connect to others that can help you in your career. Find networking opportunities, get introductions, personal brand management and job search.  
*\*Prerequisite — must have a current LinkedIn account and complete profile or have attended LinkedIn #1. Register first, as computers are limited.*

**FOOD SENSE - USU EXTENSION:** Healthy Eating on a Budget. Learn how to make a food budget last all month long, plan and create a menu, shop from a list, save money on food and eat healthy. Food demonstration provided to learn how to prepare food in an easy, quick and healthy way.

Workforce Services • [jobs.utah.gov](http://jobs.utah.gov) 

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.  
 Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

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